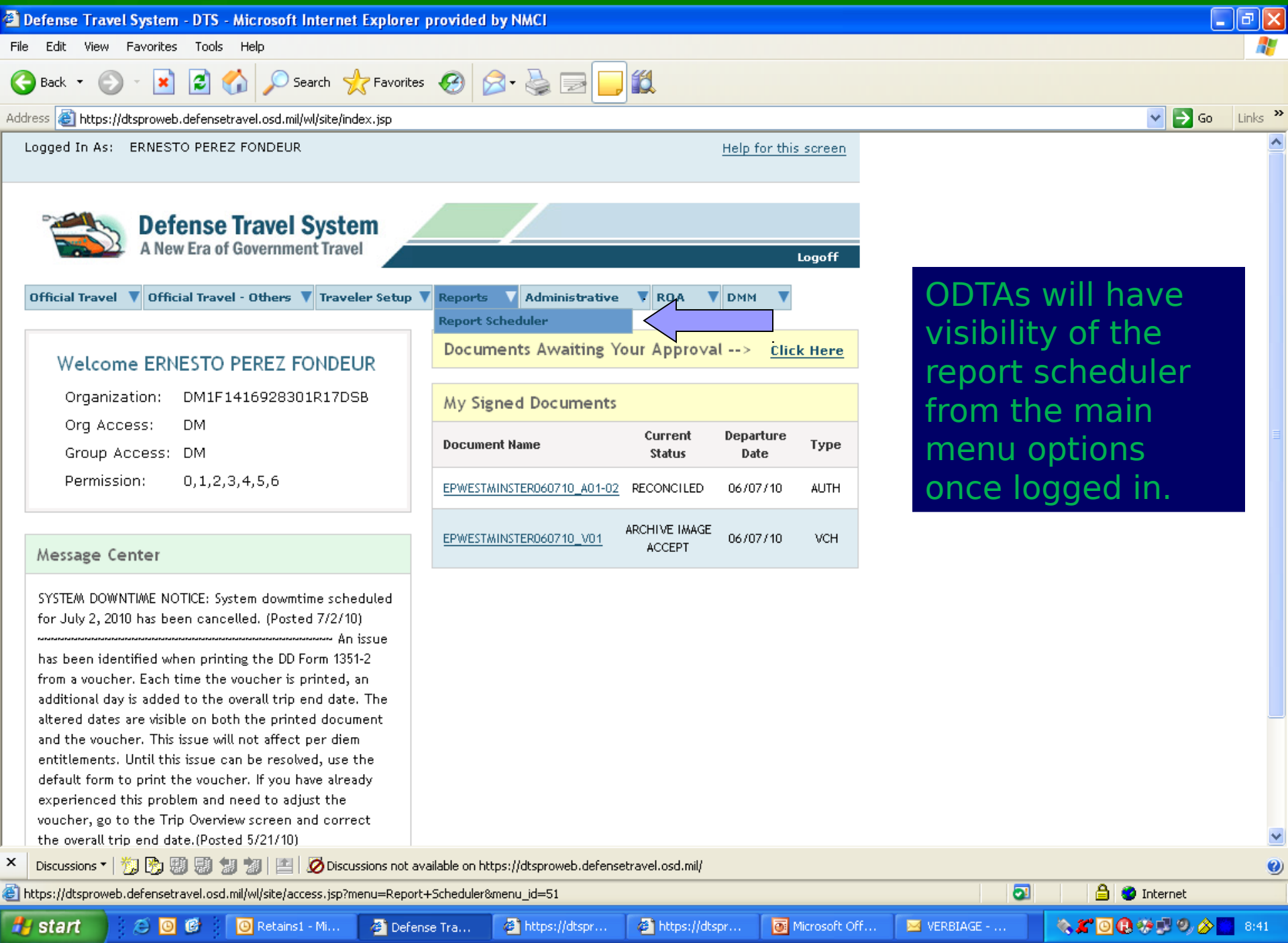
DTS Reports

I MEF DTS Help Desk

Camp Pendleton, CA

Topics

- How to pull Reports
- Report clearing: Approved Status, Routing Status, Unsubmitted Voucher reports
- Common issues
- Updating the People reports
- Questions


Defense Travel System - DTS - Microsoft Internet Explorer provided by NMCI
File Edit View Favorites Tools Help
Back Search Favorites
Address https://dtsproweb.defensetravel.osd.mil/wl/site/index.jsp
Go Links
Logged In As: ERNESTO PEREZ FONDEUR
Help for this screen
Defense Travel System
A New Era of Government Travel
Logoff
Official Travel
Official Travel - Others
Traveler Setup
Reports
Administrative
ROA
DMM
Report Scheduler
Welcome ERNESTO PEREZ FONDEUR
Organization: DM1F1416928301R17DSB
Org Access: DM
Group Access: DM
Permission: 0,1,2,3,4,5,6
Documents Awaiting Your Approval --> Click Here
My Signed Documents
Document Name
Current Status
Departure Date
Type
EPWESTMINSTER060710_A01-02
RECONCILED
06/07/10
AUTH
EPWESTMINSTER060710_V01
ARCHIVE IMAGE ACCEPT
06/07/10
VCH
Message Center
SYSTEM DOWNTIME NOTICE: System dowmtime scheduled for July 2, 2010 has been cancelled. (Posted 7/2/10)
An issue has been identified when printing the DD Form 1351-2 from a voucher. Each time the voucher is printed, an additional day is added to the overall trip end date. The altered dates are visible on both the printed document and the voucher. This issue will not affect per diem entitlements. Until this issue can be resolved, use the default form to print the voucher. If you have already experienced this problem and need to adjust the voucher, go to the Trip Overview screen and correct the overall trip end date.(Posted 5/21/10)
Discussions
Discussions not available on https://dtsproweb.defensetravel.osd.mil/
https://dtsproweb.defensetravel.osd.mil/wl/site/access.jsp?menu=Report+Scheduler&menu_id=51
Internet
start
Retains1 - Mi...
Defense Tra...
https://dtspr...
https://dtspr...
Microsoft Off...
VERBIAGE - ...
8:41

ODTAs will have visibility of the report scheduler from the main menu options once logged in.

https://dtsproweb.defensetravel.osd.mil - Report Scheduler - Microsoft Internet Explorer provided by NMCI
File Edit View Favorites Tools Help
Logged In As: ERNESTO PEREZ FONDEUR
Screen ID: 1573.1
Close Window
Current Mode: Reports
Help for this screen
Defense Travel System
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Reports
Report Scheduler Home
The report has been submitted as a background task on the DTS server.When the report is completed, you will be notified via email at ernesto.perezfondeur@usmc.mil that your report has been created with instructions on how the report can be accessed for viewing and downloading. The amount of time it takes for the report to run depends on the number of reports waiting to process and the number of travelers using the system. Under normal circumstances this should not take too long. If there are lengthy delays, the Tier 3 Help Desk will send out a system wide notice to your local help desk of any issues or delays. Certain reports run at specific times to balance system load.
Your report is scheduled to run on Jul 2, 2010 11:40:41 AM
javascript:navigateForm('home')
Internet
start
Retains1 - Mi...
Defense Tra...
https://dtspr...
https://dtspr...
Microsoft Off...
VERBIAGE - ...
8:41

To pull any report you will need to access the report scheduler home. You will only be permitted to pull reports for the organizations that you have Org access to any of their subordinate commands.

https://dtsproweb.defensetravel.osd.mil - Report Scheduler - View Available Reports - Microsoft Internet Explorer provided by N

File Edit View Favorites Tools Help

Logged In As: ERNESTO PEREZ FONDEUR Screen ID: 1571.1 Close Window
Current Mode: Reports Help for this screen

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Reports

› Report Scheduler Home

The following reports are available in the Report Scheduler. Please select a report below to continue:

Status Reports

- Signed Status
- Depart Status
- Return Status
- Approved Status
- Traveler Status

Routing Reports

- Adjustments
- Routing Status

Individual Reports

- Posack Delinquency
- Unsubmitted Voucher
- CBA TO
- Debt Management
- Constructed Travel

CTO/Travel Related Reports

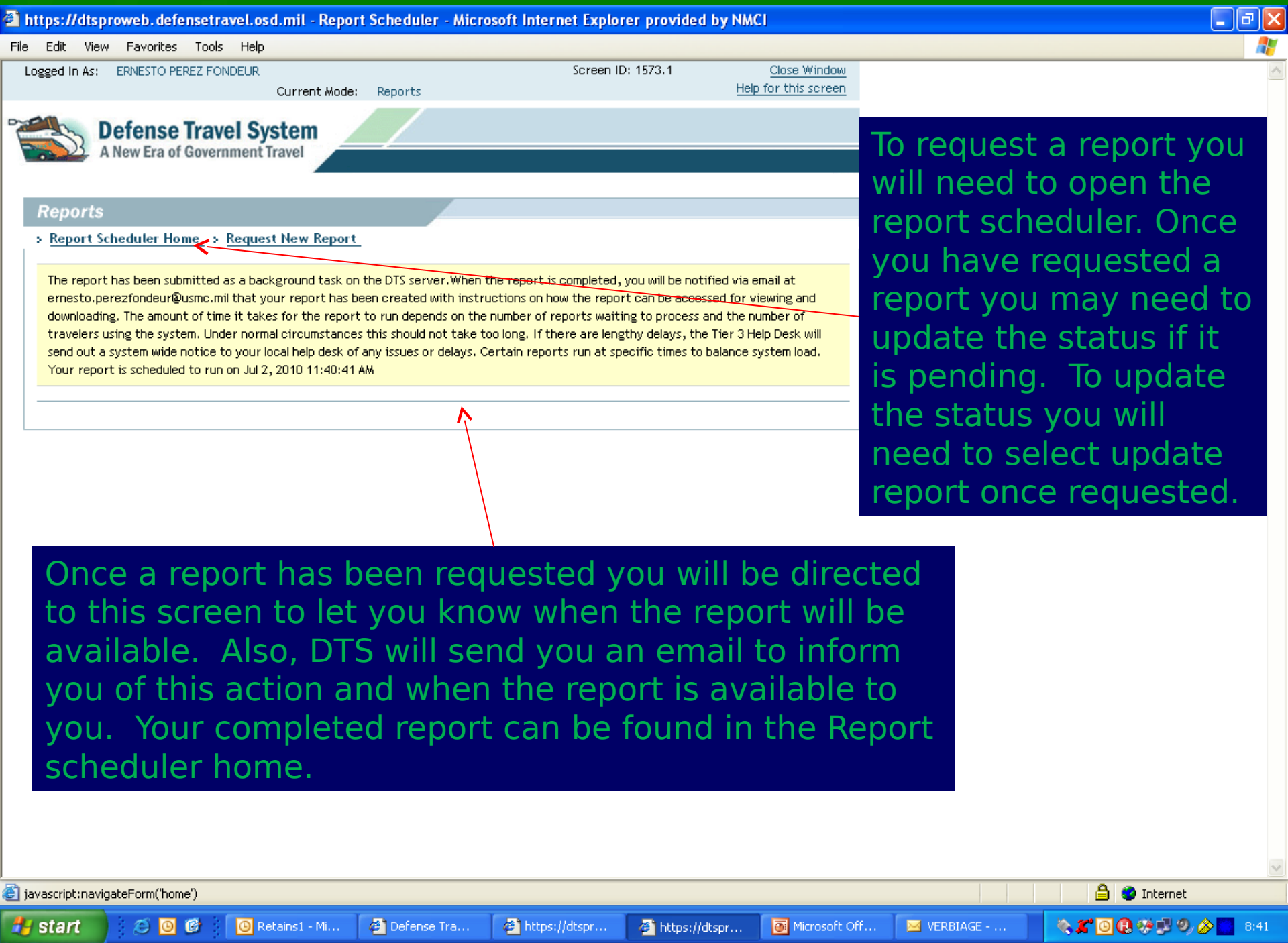
These are all the available reports that the ODTA will be able to pull once the report scheduler has been accessed. These reports will help the ODTA manage the status of documents. In addition the reports provide tools to identify errors associated with any of the vouchers.

These three main reports must be pulled monthly:
1. Approved Status
2. Routing Status
3. Unsubmitted Voucher

Internet

start Retains1 - Micros... Defense Travel Sy... https://dtsproweb... Microsoft Office P... VERBIAGE - Mess... 8:42

Approved Status Report


https://dtsproweb.defensetravel.osd.mil - Report Scheduler - Microsoft Internet Explorer provided by NMCI
File Edit View Favorites Tools Help
Logged In As: ERNESTO PEREZ FONDEUR
Screen ID: 1573.1
Close Window
Current Mode: Reports
Help for this screen
Defense Travel System
A New Era of Government Travel
Reports
Report Scheduler Home
Request New Report
The report has been submitted as a background task on the DTS server.When the report is completed, you will be notified via email at ernesto.perezfondeur@usmc.mil that your report has been created with instructions on how the report can be accessed for viewing and downloading. The amount of time it takes for the report to run depends on the number of reports waiting to process and the number of travelers using the system. Under normal circumstances this should not take too long. If there are lengthy delays, the Tier 3 Help Desk will send out a system wide notice to your local help desk of any issues or delays. Certain reports run at specific times to balance system load.
Your report is scheduled to run on Jul 2, 2010 11:40:41 AM
javascript:navigateForm('home')
Internet
start
Retains1 - Mi...
Defense Tra...
https://dtspr...
https://dtspr...
Microsoft Off...
VERBIAGE - ...
8:41

To request a report you will need to open the report scheduler. Once you have requested a report you may need to update the status if it is pending. To update the status you will need to select update report once requested.

Once a report has been requested you will be directed to this screen to let you know when the report will be available. Also, DTS will send you an email to inform you of this action and when the report is available to you. Your completed report can be found in the Report scheduler home.

https://dtsproweb.defensetravel.osd.mil - Report Scheduler - Report Criteria - Microsoft Internet Explorer provided by NMCI

File Edit View Favorites Tools Help

Logged In As: ERNESTO PEREZ FONDEUR Screen ID: 1572.1 Close Window

Current Mode: Reports Help for this screen

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Reports

› Report Scheduler Home › Request New Report

The Status report will provide the user with detailed document information for a given DTS organization, document type and date range (**maximum range of 31 days**). Document data is retained in DTS for a period of 15 months. The date range is tailored to the particular Status Report selected (signed date, approved date, depart date or return date). Optionally indicated in the report is Line of Accounting detail information which will provide the label, full LOA detail, amount allocated and appropriate SDN (Standard Document Number).

Approved Status Report Search Criteria

Please Note: A **Red Star** (*) indicates a field is required.

Report limited to a maximum of 40000 rows.

* Document Type: ALL — 1

* Organization: (minimum of 4 characters) DM1F1416928301R17 — 2

Include Sub Organizations: ☑ — 3

* Start Date: 06/01/2010 (mm/dd/yyyy) — 4

* End Date: 06/30/2010 (mm/dd/yyyy) — 5

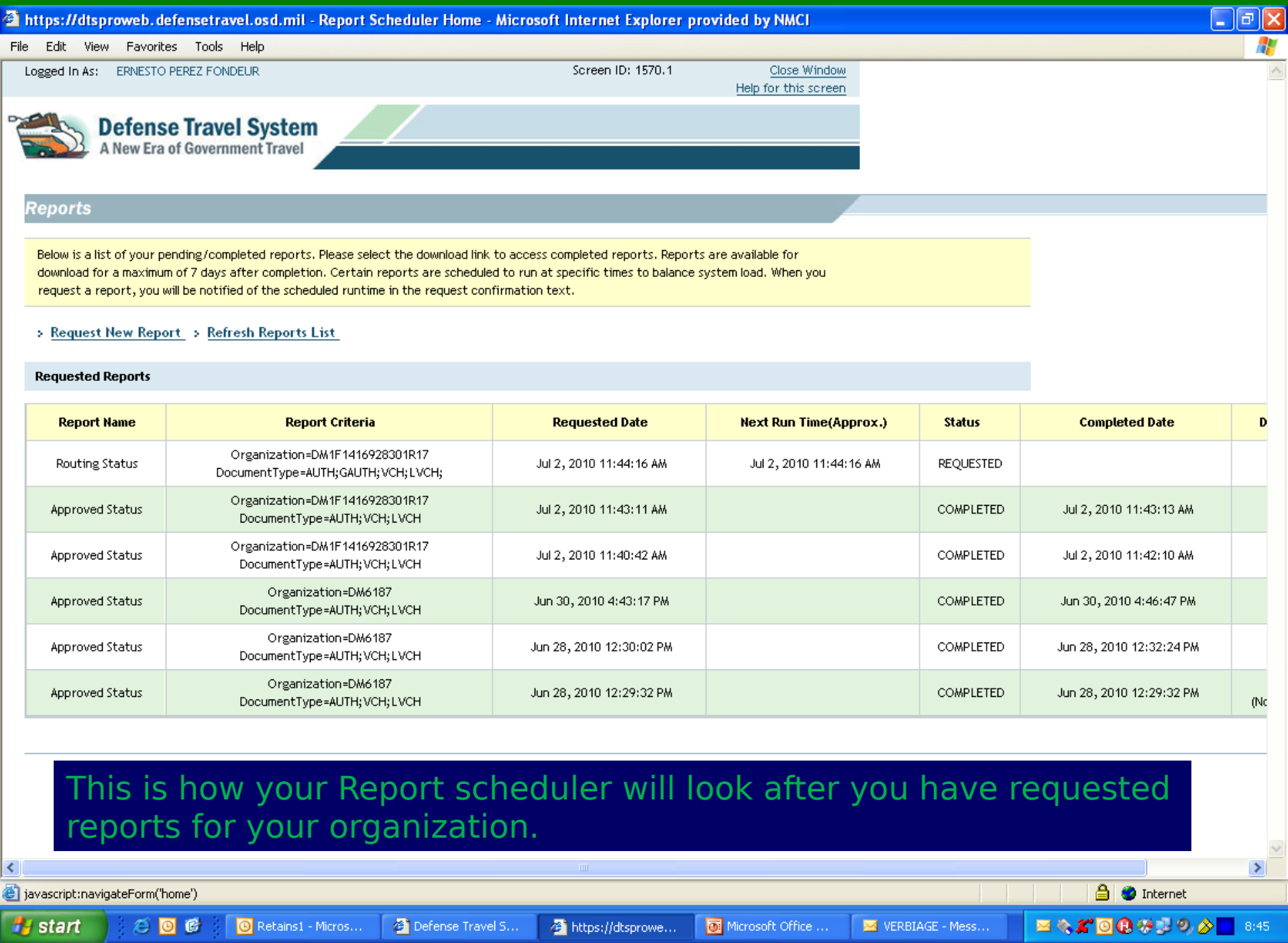
Include LOA Details: ☐

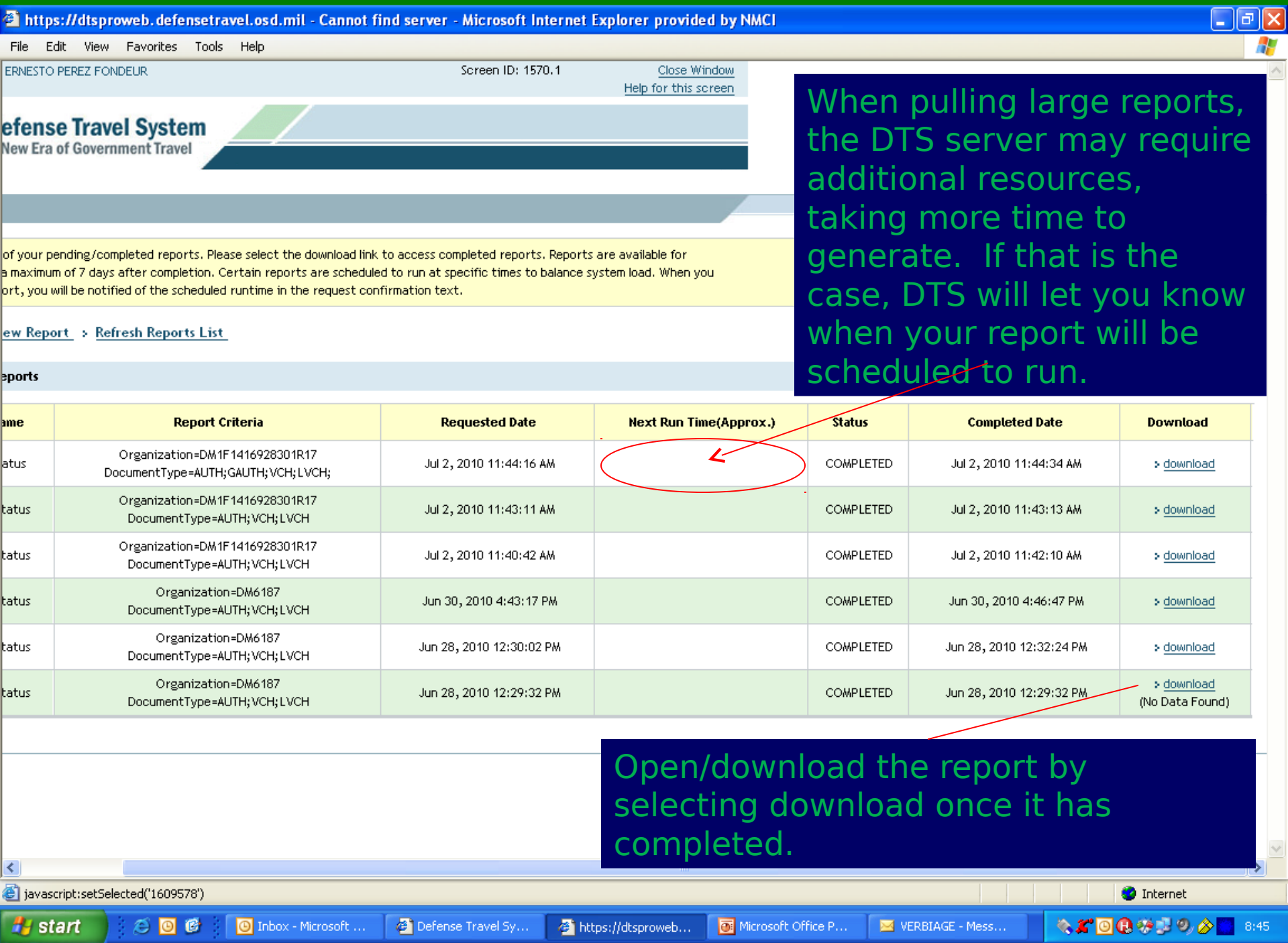
Submit — 6

These fields must be completed to narrow the information generated on the report. Don't forget to include the organization and dates. Once pulled use the report to clear all rejects for your organization. Go into the record and determine what the error is and correct it accordingly.

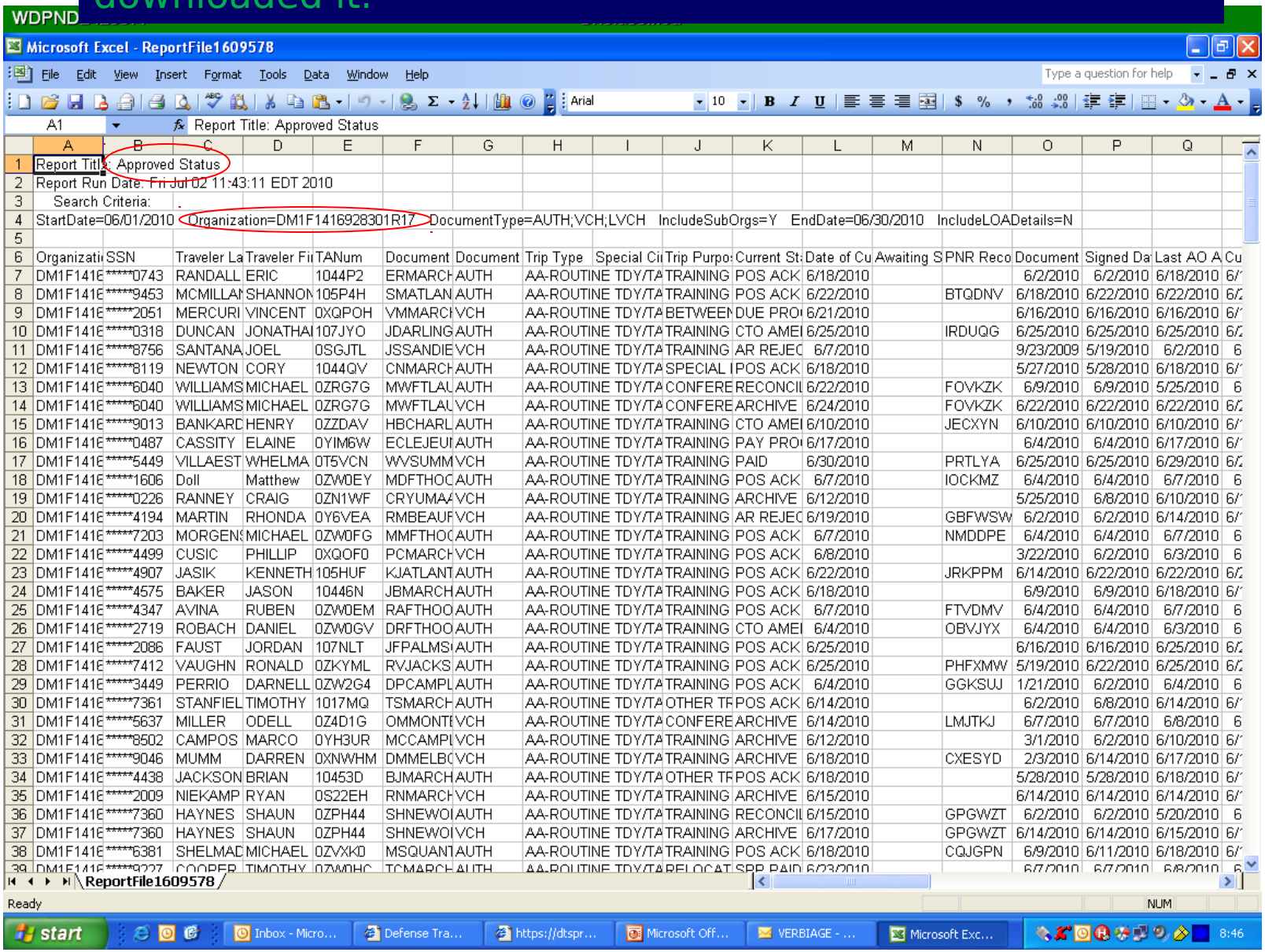
Internet

start | Retains1 - Micros... | Defense Travel S... | https://dtsprowe... | Microsoft Office ... | VERBIAGE - Mess... | 8:43


https://dtsproweb.defensetravel.osd.mil - Report Scheduler Home - Microsoft Internet Explorer provided by NMCI
File Edit View Favorites Tools Help
Logged In As: ERNESTO PEREZ FONDEUR
Screen ID: 1570.1
Close Window
Help for this screen
Defense Travel System
A New Era of Government Travel
Reports
Below is a list of your pending/completed reports. Please select the download link to access completed reports. Reports are available for download for a maximum of 7 days after completion. Certain reports are scheduled to run at specific times to balance system load. When you request a report, you will be notified of the scheduled runtime in the request confirmation text.
› Request New Report › Refresh Reports List
Requested Reports
Report Name | Report Criteria | Requested Date | Next Run Time(Approx.) | Status | Completed Date
Routing Status | Organization=DM1F1416928301R17 DocumentType=AUTH;GAUTH;VCH;LVCH; | Jul 2, 2010 11:44:16 AM | Jul 2, 2010 11:44:16 AM | REQUESTED |
Approved Status | Organization=DM1F1416928301R17 DocumentType=AUTH;VCH;LVCH | Jul 2, 2010 11:43:11 AM | | COMPLETED | Jul 2, 2010 11:43:13 AM
Approved Status | Organization=DM1F1416928301R17 DocumentType=AUTH;VCH;LVCH | Jul 2, 2010 11:40:42 AM | | COMPLETED | Jul 2, 2010 11:42:10 AM
Approved Status | Organization=DM6187 DocumentType=AUTH;VCH;LVCH | Jun 30, 2010 4:43:17 PM | | COMPLETED | Jun 30, 2010 4:46:47 PM
Approved Status | Organization=DM6187 DocumentType=AUTH;VCH;LVCH | Jun 28, 2010 12:30:02 PM | | COMPLETED | Jun 28, 2010 12:32:24 PM
Approved Status | Organization=DM6187 DocumentType=AUTH;VCH;LVCH | Jun 28, 2010 12:29:32 PM | | COMPLETED | Jun 28, 2010 12:29:32 PM
This is how your Report scheduler will look after you have requested reports for your organization.
javascript:navigateForm('home')
Internet
start
Retains1 - Micros...
Defense Travel S...
https://dtsprowe...
Microsoft Office ...
VERBIAGE - Mess...
8:45


https://dtsproweb.defensetravel.osd.mil - Cannot find server - Microsoft Internet Explorer provided by NMCI
File Edit View Favorites Tools Help
ERNESTO PEREZ FONDEUR
Screen ID: 1570.1
Close Window
Help for this screen
efense Travel System
New Era of Government Travel
of your pending/completed reports. Please select the download link to access completed reports. Reports are available for
a maximum of 7 days after completion. Certain reports are scheduled to run at specific times to balance system load. When you
ort, you will be notified of the scheduled runtime in the request confirmation text.
ew Report
Refresh Reports List
eports
ame | Report Criteria | Requested Date | Next Run Time(Approx.) | Status | Completed Date | Download
atus | Organization=DM1F1416928301R17 DocumentType=AUTH;GAUTH;VCH;LVCH; | Jul 2, 2010 11:44:16 AM | | COMPLETED | Jul 2, 2010 11:44:34 AM | download
tatus | Organization=DM1F1416928301R17 DocumentType=AUTH;VCH;LVCH | Jul 2, 2010 11:43:11 AM | | COMPLETED | Jul 2, 2010 11:43:13 AM | download
tatus | Organization=DM1F1416928301R17 DocumentType=AUTH;VCH;LVCH | Jul 2, 2010 11:40:42 AM | | COMPLETED | Jul 2, 2010 11:42:10 AM | download
tatus | Organization=DM6187 DocumentType=AUTH;VCH;LVCH | Jun 30, 2010 4:43:17 PM | | COMPLETED | Jun 30, 2010 4:46:47 PM | download
tatus | Organization=DM6187 DocumentType=AUTH;VCH;LVCH | Jun 28, 2010 12:30:02 PM | | COMPLETED | Jun 28, 2010 12:32:24 PM | download
tatus | Organization=DM6187 DocumentType=AUTH;VCH;LVCH | Jun 28, 2010 12:29:32 PM | | COMPLETED | Jun 28, 2010 12:29:32 PM | download (No Data Found)
When pulling large reports, the DTS server may require additional resources, taking more time to generate. If that is the case, DTS will let you know when your report will be scheduled to run.
Open/download the report by selecting download once it has completed.
javascript:setSelected('1609578')
Internet
start
Inbox - Microsoft ...
Defense Travel Sy...
https://dtsproweb...
Microsoft Office P...
VERBIAGE - Mess...
8:45

This is what your report will look like after you have downloaded it.



WDPND

Microsoft Excel - ReportFile1609578

File Edit View Insert Format Tools Data Window Help

Type a question for help

Arial 10

A1 Report Title: Approved Status

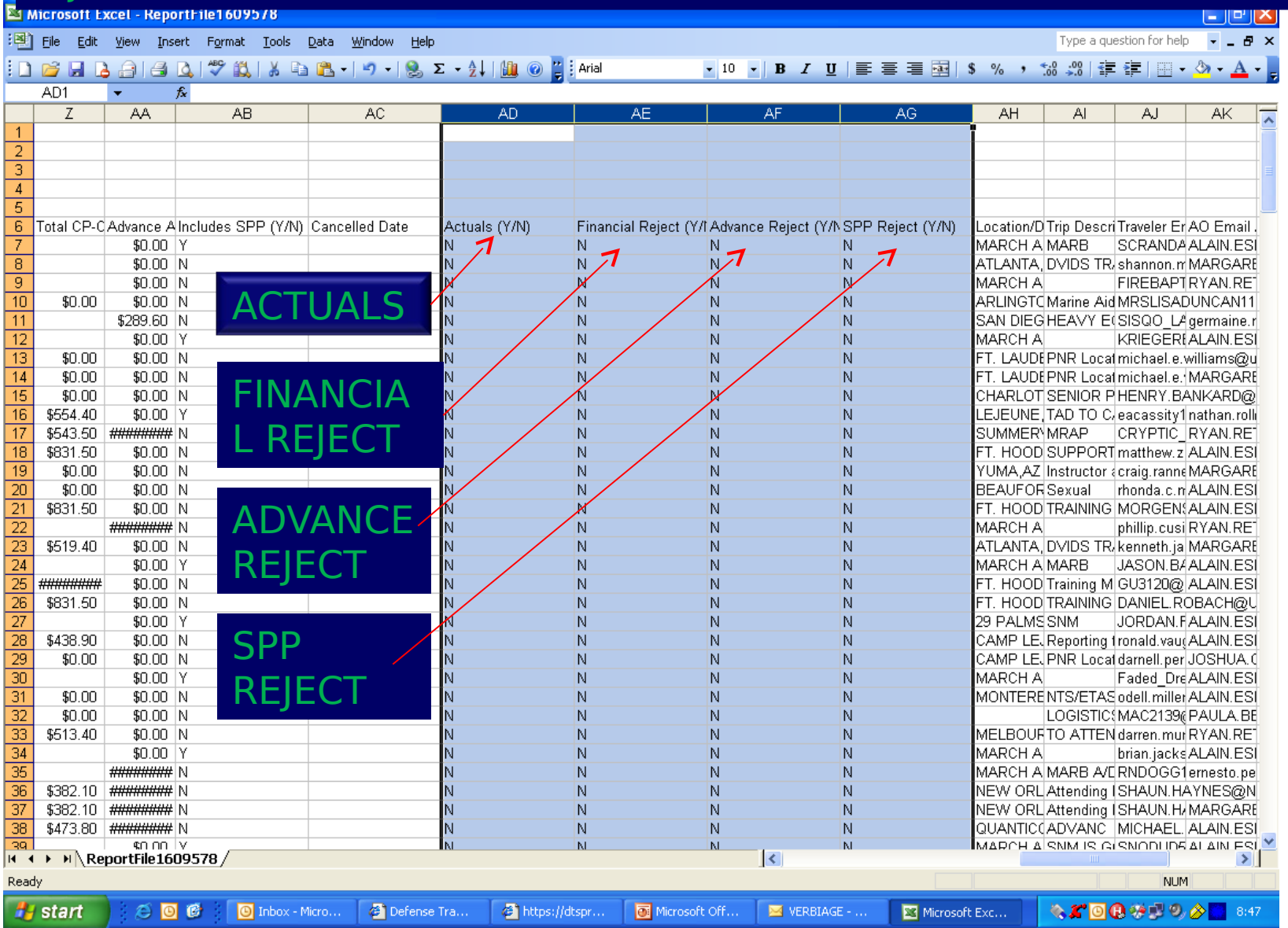
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Report Title: Approved Status																
2	Report Run Date: Fri Jul 02 11:43:11 EDT 2010																
3	Search Criteria:																
4	StartDate=06/01/2010		Organization=DM1F1416928301R17			DocumentType=AUTH;VCH;LVCH		IncludeSubOrgs=Y		EndDate=06/30/2010		IncludeLOADetails=N					
5																	
6	Organizati	SSN	Traveler La	Traveler Fi	TANum	Document	Document	Trip Type	Special Ci	Trip Purpo	Current St	Date of Cu	Awaiting S	PNR Reco	Document	Signed Da	Last AO A	Cu
7	DM1F141E	*****0743	RANDALL	ERIC	1044P2	ERMARCH	AUTH	AA-ROUTINE	TDY/TA	TRAINING	POS ACK	6/18/2010			6/2/2010	6/2/2010	6/18/2010	6/
8	DM1F141E	*****9453	MCMILLAI	SHANNON	105P4H	SMATLAN	AUTH	AA-ROUTINE	TDY/TA	TRAINING	POS ACK	6/22/2010		BTQDNV	6/18/2010	6/22/2010	6/22/2010	6/
9	DM1F141E	*****2051	MERCURI	VINCENT	0XQPOH	VMMARCI	VCH	AA-ROUTINE	TDY/TA	BETWEEN	DUE PRO	6/21/2010			6/16/2010	6/16/2010	6/16/2010	6/
10	DM1F141E	*****0318	DUNCAN	JONATHA	107JYO	JDARLING	AUTH	AA-ROUTINE	TDY/TA	TRAINING	CTO AMEI	6/25/2010		IRDUQG	6/25/2010	6/25/2010	6/25/2010	6/
11	DM1F141E	*****8756	SANTANA	JOEL	0SGJTL	JSSANDIE	VCH	AA-ROUTINE	TDY/TA	TRAINING	AR REJEC	6/7/2010			9/23/2009	5/19/2010	6/2/2010	6
12	DM1F141E	*****8119	NEWTON	CORY	1044QV	CNMARCH	AUTH	AA-ROUTINE	TDY/TA	SPECIAL I	POS ACK	6/18/2010			5/27/2010	5/28/2010	6/18/2010	6/
13	DM1F141E	*****6040	WILLIAMS	MICHAEL	0ZRG7G	MWFTLAU	AUTH	AA-ROUTINE	TDY/TA	CONFERE	RECONCIL	6/22/2010		FOVKZK	6/9/2010	6/9/2010	5/25/2010	6
14	DM1F141E	*****6040	WILLIAMS	MICHAEL	0ZRG7G	MWFTLAU	VCH	AA-ROUTINE	TDY/TA	CONFERE	ARCHIVE	6/24/2010		FOVKZK	6/22/2010	6/22/2010	6/22/2010	6/
15	DM1F141E	*****9013	BANKARD	HENRY	0ZZDAV	HBCHARL	AUTH	AA-ROUTINE	TDY/TA	TRAINING	CTO AMEI	6/10/2010		JECXYN	6/10/2010	6/10/2010	6/10/2010	6/
16	DM1F141E	*****0487	CASSITY	ELAINE	0YIM6W	ECLEJEUI	AUTH	AA-ROUTINE	TDY/TA	TRAINING	PAY PRO	6/17/2010			6/4/2010	6/4/2010	6/17/2010	6/
17	DM1F141E	*****5449	VILLAEST	WHELMA	0T5VCN	WVSUMM	VCH	AA-ROUTINE	TDY/TA	TRAINING	PAID	6/30/2010		PRTLYA	6/25/2010	6/25/2010	6/29/2010	6/
18	DM1F141E	*****1606	Doll	Matthew	0ZW0EY	MDFTHOC	AUTH	AA-ROUTINE	TDY/TA	TRAINING	POS ACK	6/7/2010		IOCKMZ	6/4/2010	6/4/2010	6/7/2010	6
19	DM1F141E	*****0226	RANNEY	CRAIG	0ZN1WF	CRYUMA	VCH	AA-ROUTINE	TDY/TA	TRAINING	ARCHIVE	6/12/2010			5/25/2010	6/8/2010	6/10/2010	6/
20	DM1F141E	*****4194	MARTIN	RHONDA	0Y6VEA	RMBEAUF	VCH	AA-ROUTINE	TDY/TA	TRAINING	AR REJEC	6/19/2010		GBFWSW	6/2/2010	6/2/2010	6/14/2010	6/
21	DM1F141E	*****7203	MORGENS	MICHAEL	0ZW0FG	MMFTHOC	AUTH	AA-ROUTINE	TDY/TA	TRAINING	POS ACK	6/7/2010		NMDDPE	6/4/2010	6/4/2010	6/7/2010	6
22	DM1F141E	*****4499	CUSIC	PHILLIP	0XQOF0	PCMARCH	VCH	AA-ROUTINE	TDY/TA	TRAINING	POS ACK	6/8/2010			3/22/2010	6/2/2010	6/3/2010	6
23	DM1F141E	*****4907	JASIK	KENNETH	105HUF	KJATLANT	AUTH	AA-ROUTINE	TDY/TA	TRAINING	POS ACK	6/22/2010		JRKPPM	6/14/2010	6/22/2010	6/22/2010	6/
24	DM1F141E	*****4575	BAKER	JASON	10446N	JBMARCH	AUTH	AA-ROUTINE	TDY/TA	TRAINING	POS ACK	6/18/2010			6/9/2010	6/9/2010	6/18/2010	6/
25	DM1F141E	*****4347	AVINA	RUBEN	0ZW0EM	RAFTHOO	AUTH	AA-ROUTINE	TDY/TA	TRAINING	POS ACK	6/7/2010		FTVDMV	6/4/2010	6/4/2010	6/7/2010	6
26	DM1F141E	*****2719	ROBACH	DANIEL	0ZW0GV	DRFTHOO	AUTH	AA-ROUTINE	TDY/TA	TRAINING	CTO AMEI	6/4/2010		OBVJYX	6/4/2010	6/4/2010	6/3/2010	6
27	DM1F141E	*****2086	FAUST	JORDAN	107NLT	JFPALMS	AUTH	AA-ROUTINE	TDY/TA	TRAINING	POS ACK	6/25/2010			6/16/2010	6/16/2010	6/25/2010	6/
28	DM1F141E	*****7412	VAUGHN	RONALD	0ZKYML	RVJACKS	AUTH	AA-ROUTINE	TDY/TA	TRAINING	POS ACK	6/25/2010		PHFXMW	5/19/2010	6/22/2010	6/25/2010	6/
29	DM1F141E	*****3449	PERRIO	DARNELL	0ZW2G4	DPCAMPL	AUTH	AA-ROUTINE	TDY/TA	TRAINING	POS ACK	6/4/2010		GGKSUJ	1/21/2010	6/2/2010	6/4/2010	6
30	DM1F141E	*****7361	STANFIEL	TIMOTHY	1017MQ	TSMARCH	AUTH	AA-ROUTINE	TDY/TA	OTHER TR	POS ACK	6/14/2010			6/2/2010	6/8/2010	6/14/2010	6/
31	DM1F141E	*****5637	MILLER	ODELL	0Z4D1G	OMMONTI	VCH	AA-ROUTINE	TDY/TA	CONFERE	ARCHIVE	6/14/2010		LMJTKJ	6/7/2010	6/7/2010	6/8/2010	6
32	DM1F141E	*****8502	CAMPOS	MARCO	0YH3UR	MCCAMPI	VCH	AA-ROUTINE	TDY/TA	TRAINING	ARCHIVE	6/12/2010			3/1/2010	6/2/2010	6/10/2010	6/
33	DM1F141E	*****9046	MUMM	DARREN	0XNWHM	DMMELBO	VCH	AA-ROUTINE	TDY/TA	TRAINING	ARCHIVE	6/18/2010		CXESYD	2/3/2010	6/14/2010	6/17/2010	6/
34	DM1F141E	*****4438	JACKSON	BRIAN	10453D	BJMARCH	AUTH	AA-ROUTINE	TDY/TA	OTHER TR	POS ACK	6/18/2010			5/28/2010	5/28/2010	6/18/2010	6/
35	DM1F141E	*****2009	NIEKAMP	RYAN	0S22EH	RNMARCH	VCH	AA-ROUTINE	TDY/TA	TRAINING	ARCHIVE	6/15/2010			6/14/2010	6/14/2010	6/14/2010	6/
36	DM1F141E	*****7360	HAYNES	SHAUN	0ZPH44	SHNEWOI	AUTH	AA-ROUTINE	TDY/TA	TRAINING	RECONCIL	6/15/2010		GPGWZT	6/2/2010	6/2/2010	5/20/2010	6
37	DM1F141E	*****7360	HAYNES	SHAUN	0ZPH44	SHNEWOI	VCH	AA-ROUTINE	TDY/TA	TRAINING	ARCHIVE	6/17/2010		GPGWZT	6/14/2010	6/14/2010	6/15/2010	6/
38	DM1F141E	*****6381	SHELMAD	MICHAEL	0ZVXK0	MSQUANT	AUTH	AA-ROUTINE	TDY/TA	TRAINING	POS ACK	6/18/2010		CQJGPN	6/9/2010	6/11/2010	6/18/2010	6/
39	DM1F141E	*****9227	COOPER	TIMOTHY	0ZW0HC	TCMARCH	AUTH	AA-ROUTINE	TDY/TA	RELOCAT	SPR PAID	6/23/2010			6/7/2010	6/7/2010	6/8/2010	6

ReportFile1609578

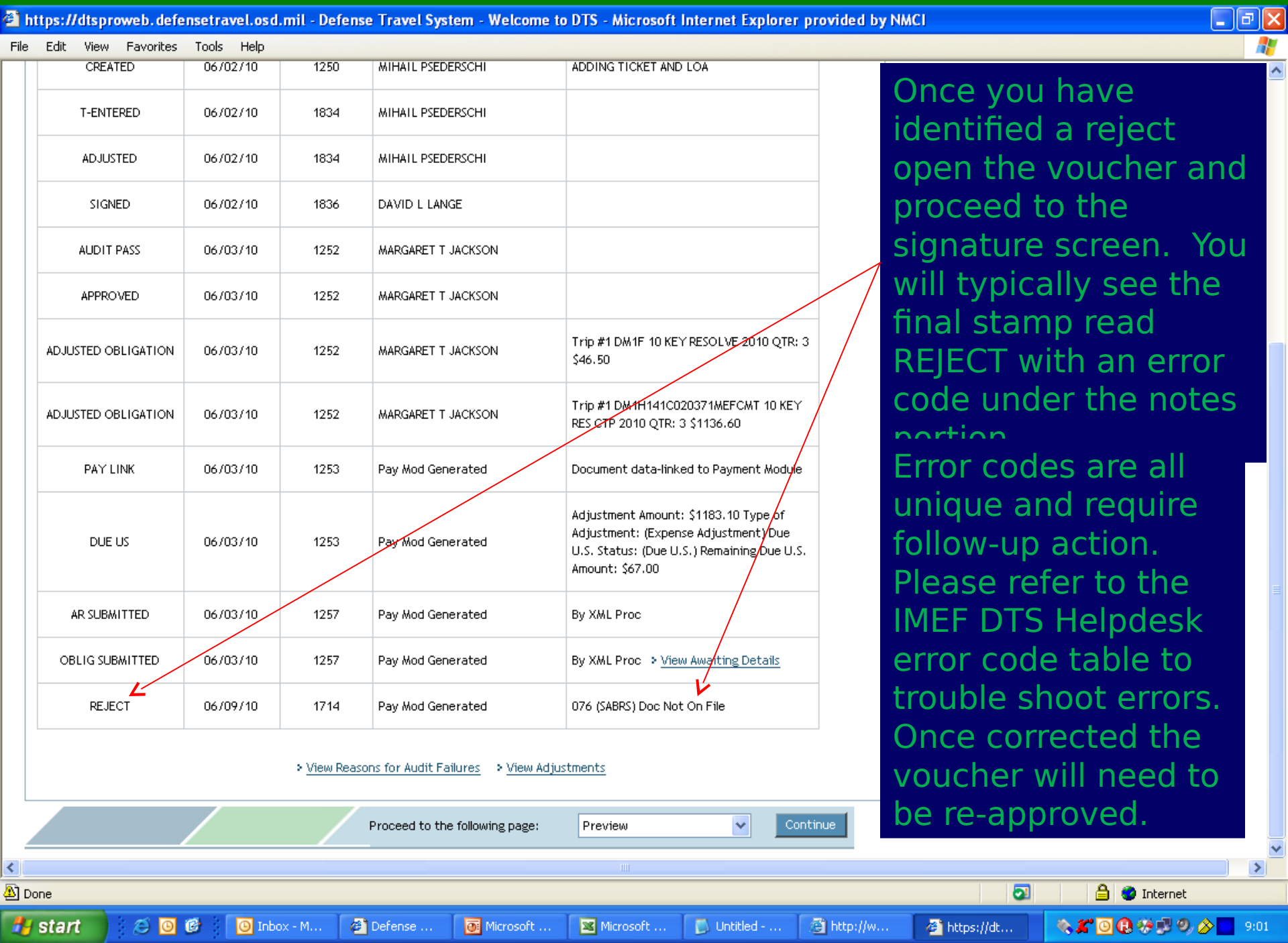
Ready NUM

start | Inbox - Micro... | Defense Tra... | https://dtspr... | Microsoft Off... | VERBIAGE - ... | Microsoft Exc... | 8:46

For Approved Status reports you will need to look at these fields to determine if there where any vouchers that have failed or are in a reject status.



	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK
6	Total CP-C	Advance A	Includes SPP (Y/N)	Cancelled Date	Actuals (Y/N)	Financial Reject (Y/I	Advance Reject (Y/I	SPP Reject (Y/N)	Location/D	Trip Descri	Traveler Er	AO Email .
7		$0.00	Y		N	N	N	N	MARCH A	MARB	SCRANDA	ALAIN.ESI
8		$0.00	N		N	N	N	N	ATLANTA,	DVIDS TR/	shannon.m	MARGARE
9		$0.00	N		N	N	N	N	MARCH A		FIREBAPT	RYAN.RET
10	$0.00	$0.00	N		N	N	N	N	ARLINGTC	Marine Aid	MRSLISA	DUNCAN11
11		$289.60	N		N	N	N	N	SAN DIEG	HEAVY E(	SISQO_LA	germaine.r
12		$0.00	Y		N	N	N	N	MARCH A		KRIEGERI	ALAIN.ESI
13	$0.00	$0.00	N		N	N	N	N	FT. LAUDE	PNR Locat	michael.e.	williams@u
14	$0.00	$0.00	N		N	N	N	N	FT. LAUDE	PNR Locat	michael.e.	MARGARE
15	$0.00	$0.00	N		N	N	N	N	CHARLOT	SENIOR P	HENRY.B	ANKARD@
16	$554.40	$0.00	Y		N	N	N	N	LEJEUNE,	TAD TO C/	eacassity1	nathan.roll
17	$543.50	########	N		N	N	N	N	SUMMER\	MRAP	CRYPTIC_	RYAN.RET
18	$831.50	$0.00	N		N	N	N	N	FT. HOOD	SUPPORT	matthew.z	ALAIN.ESI
19	$0.00	$0.00	N		N	N	N	N	YUMA,AZ	Instructor a	craig.ranne	MARGARE
20	$0.00	$0.00	N		N	N	N	N	BEAUFOR	Sexual	rhonda.c.n	ALAIN.ESI
21	$831.50	$0.00	N		N	N	N	N	FT. HOOD	TRAINING	MORGEN	ALAIN.ESI
22		########	N		N	N	N	N	MARCH A		phillip.cusi	RYAN.RET
23	$519.40	$0.00	N		N	N	N	N	ATLANTA,	DVIDS TR/	kenneth.ja	MARGARE
24		$0.00	Y		N	N	N	N	MARCH A	MARB	JASON.BA	ALAIN.ESI
25	########	$0.00	N		N	N	N	N	FT. HOOD	Training M	GU3120@	ALAIN.ESI
26	$831.50	$0.00	N		N	N	N	N	FT. HOOD	TRAINING	DANIEL.RO	BACH@U
27		$0.00	Y		N	N	N	N	29 PALMS	SNM	JORDAN.F	ALAIN.ESI
28	$438.90	$0.00	N		N	N	N	N	CAMP LE.	Reporting t	ronald.vau	ALAIN.ESI
29	$0.00	$0.00	N		N	N	N	N	CAMP LE.	PNR Locat	darnell.per	JOSHUA.C
30		$0.00	Y		N	N	N	N	MARCH A		Faded_Dre	ALAIN.ESI
31	$0.00	$0.00	N		N	N	N	N	MONTERE	NTS/ETAS	odell.miller	ALAIN.ESI
32	$0.00	$0.00	N		N	N	N	N		LOGISTICS	MAC2139(	PAULA.BE
33	$513.40	$0.00	N		N	N	N	N	MELBOUF	TO ATTEN	darren.mur	RYAN.RET
34		$0.00	Y		N	N	N	N	MARCH A		brian.jacks	ALAIN.ESI
35		########	N		N	N	N	N	MARCH A	MARB A/D	RNDOGG1	ernesto.pe
36	$382.10	########	N		N	N	N	N	NEW ORL	Attending I	SHAUN.HA	YNES@N
37	$382.10	########	N		N	N	N	N	NEW ORL	Attending I	SHAUN.H/	MARGARE
38	$473.80	########	N		N	N	N	N	QUANTICO	ADVANC	MICHAEL.	ALAIN.ESI
39		$0.00	Y		N	N	N	N	MARCH A	SNM IS G	SNODUD5	ALAIN.ESI


https://dtsproweb.defensetravel.osd.mil - Defense Travel System - Welcome to DTS - Microsoft Internet Explorer provided by NMCI
File Edit View Favorites Tools Help
CREATED 06/02/10 1250 MIHAIL PSEDERSCHI ADDING TICKET AND LOA
T-ENTERED 06/02/10 1834 MIHAIL PSEDERSCHI
ADJUSTED 06/02/10 1834 MIHAIL PSEDERSCHI
SIGNED 06/02/10 1836 DAVID L LANGE
AUDIT PASS 06/03/10 1252 MARGARET T JACKSON
APPROVED 06/03/10 1252 MARGARET T JACKSON
ADJUSTED OBLIGATION 06/03/10 1252 MARGARET T JACKSON Trip #1 DM1F 10 KEY RESOLVE 2010 QTR: 3 $46.50
ADJUSTED OBLIGATION 06/03/10 1252 MARGARET T JACKSON Trip #1 DM1H141C020371MEFCMT 10 KEY RES CTP 2010 QTR: 3 $1136.60
PAY LINK 06/03/10 1253 Pay Mod Generated Document data-linked to Payment Module
DUE US 06/03/10 1253 Pay Mod Generated Adjustment Amount: $1183.10 Type of Adjustment: (Expense Adjustment) Due U.S. Status: (Due U.S.) Remaining Due U.S. Amount: $67.00
AR SUBMITTED 06/03/10 1257 Pay Mod Generated By XML Proc
OBLIG SUBMITTED 06/03/10 1257 Pay Mod Generated By XML Proc View Awaiting Details
REJECT 06/09/10 1714 Pay Mod Generated 076 (SABRS) Doc Not On File
View Reasons for Audit Failures
View Adjustments
Proceed to the following page:
Preview
Continue
Done
Internet
start
Inbox - M...
Defense ...
Microsoft ...
Microsoft ...
Untitled - ...
http://w...
https://dt...
9:01

Once you have identified a reject open the voucher and proceed to the signature screen. You will typically see the final stamp read REJECT with an error code under the notes portion.

Error codes are all unique and require follow-up action. Please refer to the IMEF DTS Helpdesk error code table to trouble shoot errors. Once corrected the voucher will need to be re-approved.

COMMON REJECTS

- 003 Missing/Invalid Total Transaction Amount
- 090 No header or detail records in set (screenshot, trouble ticket)
- 151 (SABRS) Advance Disbursement amount not equal to zero (5-7 days)

  REJECT / AR REJECT 151-The corrective action for this reject error is to amend the document, re-sign, and re-submit for approval.
- 075 (SABRS) Doc Already Completed
- 076 (SABRS) Doc Not On File

  REJECT / AR REJECT 075,076-The comptroller will need to be contacted in order for the line of accounting to be reactivated. Once the line is reactivated the traveler needs to re-sign and re-submit the document.
- 078 (SABRS) Doc not cancelled

ANY OTHER REJECTS-

Please refer to the I MEF DTS helpdesk website for corrective action: http://www.imef.usmc.mil/external/imef-01/defense_travel_system/DTS_ERROR_CODES.xls

Routing Status Report

https://dtsproweb.defensetravel.osd.mil - Report Scheduler - Report Criteria - Microsoft Internet Explorer provided by NMCI

File Edit View Favorites Tools Help

Logged In As: ERNESTO PEREZ FONDEUR Screen ID: 1132.5 Close Window

Current Mode: Reports Help for this screen

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Reports

› Report Scheduler Home › Request New Report

The Routing Status Report will provide the DTA with a list of documents that are awaiting a signature (i.e. in the process of routing to approval.) In addition, this report indicates which approving/reviewing official has documents that have been routed to them and have been waiting for a signature for a given number of days. There is no date range for this report as it provides a list of all documents in an organization that are currently routing. Indicated in the report is the organization, traveler, document type, TANUM, document name, document status, document status date, awaiting status and number of days awaiting status.

Routing Status Report Search Criteria

Please Note: A **Red Star** (*) indicates a field is required.

Report limited to a maximum of 40000 rows.

* Document Type: ALL

* Organization: (minimum of 4 characters) DM1F1416928301R17

Include Sub Organizations:

Routing Official SSN: Lookup Clear SSN

* No of Days Threshold: 1

Submit

1 2 3 4 5 6

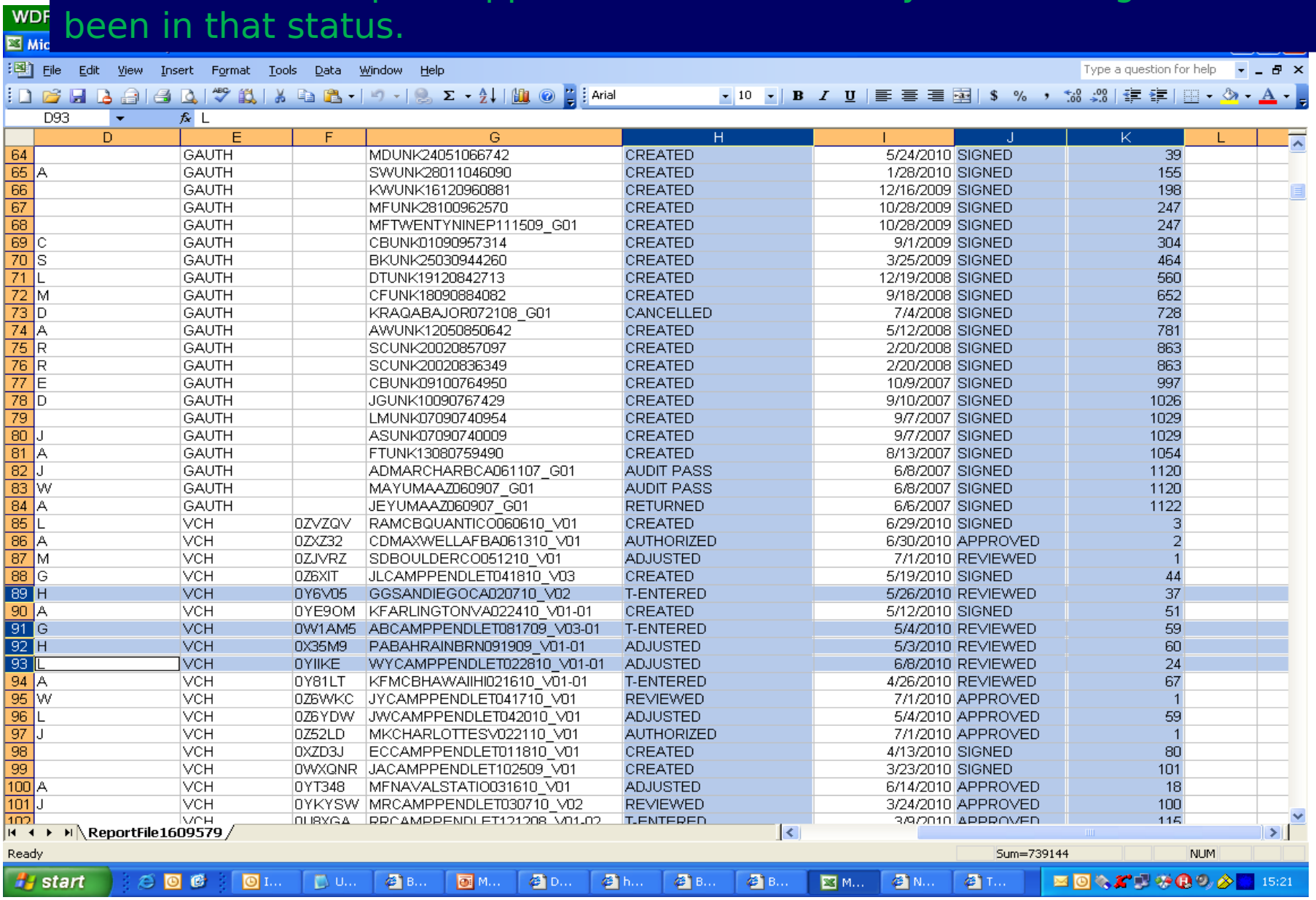
To generate a Routing Status report the following fields must be completed.

Step 4 is optional. This step may be used if you are looking for all vouchers that have been worked by a specific routing official.

Internet

start Inbo... Untit... BBC ... Micr... Defe... http... BBC ... BBC ... Micr... 15:03

Routing Status will require you looking at the status of the claim and what the next step for approval. It will also tell you how long it has been in that status.



	D	E	F	G	H	I	J	K	L
64		GAUTH		MDUNK24051066742	CREATED	5/24/2010	SIGNED	39	
65	A	GAUTH		SWUNK28011046090	CREATED	1/28/2010	SIGNED	155	
66		GAUTH		KWUNK16120960881	CREATED	12/16/2009	SIGNED	198	
67		GAUTH		MFUNK28100962570	CREATED	10/28/2009	SIGNED	247	
68		GAUTH		MFTWENTYNINEP111509_G01	CREATED	10/28/2009	SIGNED	247	
69	C	GAUTH		CBUNK01090957314	CREATED	9/1/2009	SIGNED	304	
70	S	GAUTH		BKUNK25030944260	CREATED	3/25/2009	SIGNED	464	
71	L	GAUTH		DTUNK19120842713	CREATED	12/19/2008	SIGNED	560	
72	M	GAUTH		CFUNK18090884082	CREATED	9/18/2008	SIGNED	652	
73	D	GAUTH		KRAQABAJOR072108_G01	CANCELLED	7/4/2008	SIGNED	728	
74	A	GAUTH		AWUNK12050850642	CREATED	5/12/2008	SIGNED	781	
75	R	GAUTH		SCUNK20020857097	CREATED	2/20/2008	SIGNED	863	
76	R	GAUTH		SCUNK20020836349	CREATED	2/20/2008	SIGNED	863	
77	E	GAUTH		CBUNK09100764950	CREATED	10/9/2007	SIGNED	997	
78	D	GAUTH		JGUNK10090767429	CREATED	9/10/2007	SIGNED	1026	
79		GAUTH		LMUNK07090740954	CREATED	9/7/2007	SIGNED	1029	
80	J	GAUTH		ASUNK07090740009	CREATED	9/7/2007	SIGNED	1029	
81	A	GAUTH		FTUNK13080759490	CREATED	8/13/2007	SIGNED	1054	
82	J	GAUTH		ADMARCHARBCA061107_G01	AUDIT PASS	6/8/2007	SIGNED	1120	
83	W	GAUTH		MAYUMAAZ060907_G01	AUDIT PASS	6/8/2007	SIGNED	1120	
84	A	GAUTH		JEYUMAAZ060907_G01	RETURNED	6/6/2007	SIGNED	1122	
85	L	VCH	0ZVZQV	RAMCBQUANTICO060610_V01	CREATED	6/29/2010	SIGNED	3	
86	A	VCH	0ZXZ32	CDMAXWELLAFBA061310_V01	AUTHORIZED	6/30/2010	APPROVED	2	
87	M	VCH	0ZJVRZ	SDBOULDERCO051210_V01	ADJUSTED	7/1/2010	REVIEWED	1	
88	G	VCH	0Z6XIT	JLCAMPPENDLET041810_V03	CREATED	5/19/2010	SIGNED	44	
89	H	VCH	0Y6V05	GGSANDIEGOCA020710_V02	T-ENTERED	5/26/2010	REVIEWED	37	
90	A	VCH	0YE9OM	KFARLINGTONVA022410_V01-01	CREATED	5/12/2010	SIGNED	51	
91	G	VCH	0W1AM5	ABCAMPPENDLET081709_V03-01	T-ENTERED	5/4/2010	REVIEWED	59	
92	H	VCH	0X35M9	PABAHRAINBRN091909_V01-01	ADJUSTED	5/3/2010	REVIEWED	60	
93	L	VCH	0YIIKE	WYCAMPPENDLET022810_V01-01	ADJUSTED	6/8/2010	REVIEWED	24	
94	A	VCH	0Y81LT	KFMCBHAWAIIHI021610_V01-01	T-ENTERED	4/26/2010	REVIEWED	67	
95	W	VCH	0Z6WKC	JYCAMPPENDLET041710_V01	REVIEWED	7/1/2010	APPROVED	1	
96	L	VCH	0Z6YDW	JWCAMPPENDLET042010_V01	ADJUSTED	5/4/2010	APPROVED	59	
97	J	VCH	0Z52LD	MKCHARLOTTESV022110_V01	AUTHORIZED	7/1/2010	APPROVED	1	
98		VCH	0XZD3J	ECCAMPPENDLET011810_V01	CREATED	4/13/2010	SIGNED	80	
99		VCH	0WXQNR	JACAMPPENDLET102509_V01	CREATED	3/23/2010	SIGNED	101	
100	A	VCH	0YT348	MFNAVALSTATIO031610_V01	ADJUSTED	6/14/2010	APPROVED	18	
101	J	VCH	0YKYSW	MRCAMPPENDLET030710_V02	REVIEWED	3/24/2010	APPROVED	100	
102		VCH	0U8XGA	RRCAMPPENDLET121208_V01-02	T-ENTERED	3/9/2010	APPROVED	115	

WHAT TO LOOK FOR

- “Returned” Many travelers do not know their document need corrections. To fix these vouchers the traveler must correct any errors annotated by the routing officials and resubmit for approval.
- “CTO Submit” If the voucher is in this status for more than one working day contact the I MEF DTS Help Desk. This typically requires 24 hours for correction by DTMO.

Unsubmitted Voucher Report

https://dtsproweb.defensetravel.osd.mil - Report Scheduler - View Available Reports - Microsoft Internet Explorer provided by N

File Edit View Favorites Tools Help

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Current Mode: Reports Help for this screen

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Reports

› Report Scheduler Home

The following reports are available in the Report Scheduler. Please select a report below to continue:

Status Reports

- Signed Status
- Depart Status
- Return Status
- Approved Status
- Traveler Status

Routing Reports

- Adjustments
- Routing Status

Individual Reports

- Posack Delinquency
- Unsubmitted Voucher
- CBA TO
- Debt Management
- Constructed Travel

CTO/Travel Related Reports

Use the Unsubmitted Voucher report to identify all incomplete vouchers. To work this report contact travelers and their AOs who have pending authorizations to ensure they settle their TAD claims.

If the travel was not executed the authorization will need to be cancelled. In addition to returning the funds to the appropriate LOA this will also remove the traveler from the unsubmitted voucher list.

Internet

start Retains1 - Micros... Defense Travel Sy... https://dtsproweb... Microsoft Office P... VERBIAGE - Mess... 8:42

https://dtsproweb.defensetravel.osd.mil - Report Scheduler - Report Criteria - Microsoft Internet Explorer provided by NMCI

File Edit View Favorites Tools Help

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Current Mode: Reports Help for this screen

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Reports

Report Scheduler Home › Request New Report

The Unsubmitted Voucher Report will provide the DTA with a list of authorizations for which vouchers have not been SIGNED or T-Entered for routing. The date range is for the end date of the trip (within the last 15 months). Included in the report is the organization, traveler, email, TANUM, approved date, document name, departure date and number of days since the end of the trip.

Unsubmitted Voucher Report Search Criteria

Please Note: A **Red Star** (*) indicates a field is required.

Report limited to a maximum of 40000 rows.

* Organization: (minimum of 4 characters) DM1F1416928301R17 Include Sub Organizations

* Start Date: 06/01/2010 (mm/dd/yyyy) 1

* End Date: 06/30/2010 (mm/dd/yyyy) 2

* Days Since End of Trip: 5 3

Submit 4

Input all required information and submit the request for the report.

Ensure you annotate 2 days in block 3 to identify delinquent settlements.*

*MEF Policy letter dated 16SEP09 requires settlement of vouchers within 2 working days of conclusion of TAD status.

Note: This report is requested based on a 31 day range and only goes back 15 months

Done

start Inbox - Microsoft Out... Defense Travel Syste... https://dtsproweb.de... REPORTS 10:21

Key items: look at the departure date and the number of days since the trip has ended. Contact the member to have them settle the voucher.

WDPNDL425877 Unclassified

Microsoft Excel - ReportFile1622863[1]

File Edit View Insert Format Tools Data Window Help

H1

	C	D	E	F	G	H	I	J	K
1									
2	2010								
3									
4	F1416928301R17 DaysSinceTrip=5 IncludeSubOrgs=Y EndDate=06/30/2010								
5									
6	Traveler First Name	Trave	Traveler Email Address	TANum	Document Name	Approval Date	Departure Date	Days Since End of Trip	
7	KRISTOPHER	L	KRISTOPHER.FUNKE@USMC.MIL	0XRN4Y	KFPALMSCA010410_A01	1/7/2010	1/4/2010	17	
8	STEVEN	A	S.MORALES85@YAHOO.COM	0XQOKJ	SMPALMSCA010410_A01	1/6/2010	1/4/2010	15	
9	ERIC	S	usmarineredpatch@yahoo.com	0YMMIK	EHMARCHARBCA031010_A01	3/9/2010	3/10/2010	13	
10	WILLIAM	N	the501man@yahoo.com	0YVPYZ	WEMARCHARBCA031210_A01	3/26/2010	3/12/2010	13	
11	DERRICK	M	DERRICK.M.SCOTT@USMC.MIL	10A8Q1	DSNATICKMA052510_A01	7/1/2010	5/25/2010	32	
12	MICHAEL	A	MICHAEL.STACE@USMC.MIL	0ZW0H0	MSFTHOODTX060710_A02-02	6/3/2010	6/7/2010	24	
13	THOMAS	A	THOMAS.PETKUS@USMC.MIL	0ZW0GA	TPFTHOODTX060710_A01-02	6/3/2010	6/7/2010	24	
14	JAKOB		SLAYERIZEDWARMACHINE@HOTMAIL.COM	0ZW0EP	JCFTHOODTX060710_A02-01	6/7/2010	6/7/2010	24	
15	DOMINIC	A	dominic.miller@usmc.mil	0ZW0FC	DMFTHOODTX060710_A01-01	6/7/2010	6/7/2010	24	
16	RUBEN		GU3120@GMAIL.COM	0ZW0EM	RAFTHOODTX060710_A02-02	6/7/2010	6/7/2010	24	
17	MICHAEL	S	MORGENSTERN.MICHAEL@USMC.MIL	0ZW0FG	MMFTHOODTX060710_A01-01	6/7/2010	6/7/2010	24	
18	THOMAS	A	THOMAS.PETKUS@USMC.MIL	0ZW0GA	TPFTHOODTX060710_A01-02	6/7/2010	6/7/2010	24	
19	JOSHUA	D	JOSHUA.D.REYNOLDS1@USMC.MIL	0ZW0GO	JRFTHOODTX060710_A01-01	6/7/2010	6/7/2010	24	
20	DANIEL	E	DANIEL.ROBACH@USMC.MIL	0ZW0GV	DRFTHOODTX060710_A01-01	6/4/2010	6/7/2010	24	
21	ANTONY	R	ANTONY.REYES@USMC.MIL	0ZW0GM	ARFTHOODTX060710_A02-01	6/7/2010	6/7/2010	24	
22	MICHAEL	A	MICHAEL.STACE@USMC.MIL	0ZW0H0	MSFTHOODTX060710_A02-02	6/7/2010	6/7/2010	24	
23	BRIANA	L	briana.carter@usmc.mil	0ZTMG3	BCDILIETM060810_G01	5/28/2010	6/7/2010	25	
24	RICARDO		RICARDO.FRANCO1@USMC.MIL	101MLU	RFDARWINNORTH062810_A01	6/15/2010	6/27/2010	14	
25	Terrance	C	wattsryu@yahoo.com	0ZFH0L	TWPALMSCA041210_A01	5/3/2010	4/12/2010	32	
26	CATHERINE	M	catherine.visintainer@med.navy.mil	104BVM	CVOTHERAFG021909_A01	6/18/2010	2/19/2010	42	
27	MARK	D	mark.sameit@usmc.mil	0Z8I2J	MSNEWPORTRI060610_A01	4/20/2010	6/6/2010	25	
28	CARINA	A	carina.cuellar@usmc.mil	0ZVZT1	CCMCBQUANTICO060610_A01-01	6/3/2010	6/6/2010	31	
29	JASON	W	JASON.CHAN@USMC.MIL	101QWS	JCNEWPORTRI062010_A01-01	6/15/2010	6/20/2010	18	
30	LANI		LCARTER@FSNB.COM	104D6C	LCCAMPPENDLET061910_A01-01	6/18/2010	6/19/2010	19	
31									
32									
33									

The AO must contact and direct the traveler to submit a voucher. The ODTA or NDEA can assist by creating a voucher on their behalf and T-Entering the claim. If no trip took place T-Enter a cancelation voucher. Ensure a signed 1351-2 is uploaded if you are T-Entering on behalf of a traveler. Note: this may put them in a negative status due US if they had SPP or advances paid.

STEPS TO SUCCESS

- Sort relevant from irrelevant.
- Utilize travelers e-mail address in Column E of the report to contact or inform them of vouchers awaiting their action.
- Ensure you are abiding by the I MEF Policy requiring vouchers submission within 2 working days of completion of TAD.

Common Issues

Each and every entry within DTS can potentially cause an error or reject. For this reason special care must be taken in the join process before a profile can be accepted from a prior command. Potential errors and rejects can be avoided through a detailed join audit and recurring regular maintenance procedures

- Verify with your command APC to ensure GOVCC in the user profile is correct. Also ensure the profile reflects that the traveler is non-exempt from using the GOVCC during travel.
- Ensure branch of service is correctly annotated.
- Ensure the traveler verifies existing EFT information or inputs new EFT information upon creation of document as applicable.

  Note: Only travelers and LDTA's can update this information within DTS.
- Review traveler profile information. This includes EFT account, GOVCC, command address, and personnel address.
- Ensure new joins have correctly provided all information prior to accepting profiles.

These errors can be minimized and prevented by pulling and updating the Persons List report.

https://dtsproweb.defensetravel.osd.mil - DTA Maintenance Tool - Microsoft Internet Explorer provided by NMCI

File Edit View Favorites Tools Help

For "Organization Name", "Organization Access", and "Group Access" fields, please enter four or more characters in the corresponding field to display list of available organizations.

Update Person (User / Traveler) * Data Required

Common Data

SSN: XXXX9277

First Name: * ERNESTO

Middle Initial:

Last Name: * PEREZ FONDEUR

Organization Name: * DM1F1416928301R17DSB

Email: ernesto.perezfondeur@usmc.mil

Do not grant anyone permissions or visibility via Org/Group access

User Specific Data

Organization Access: * DM

Group Access: DM ization Owner Name

DM --Group Name

Non-editable Permission Level(s):

Editable Permission Level(s): * ☑ 0 ☑ 1 ☑ 2 ☑ 3 ☑ 4 ☑ 5 ☑ 6

Approval Override: * No

Manually Entered Transaction: * ○ Yes ◉ No

Non-DTS Entry Agent (T-Entered): * ◉ Yes ○ No

Debt Management Monitor: * ◉ Yes ○ No

Self-AO Approval: * ○ Yes ◉ No

User ID: u1282670999 Reset User ID

General Traveler Data

Civilian / Military: * E - Enlisted

Done Internet

start Inbox - Microsoft ... https://dtsprowe... Office Locations - ... Defense Travel S... Microsoft Office P... 12:30

https://dtsproweb.defensetravel.osd.mil - DTA Maintenance Tool - Microsoft Internet Explorer provided by NMCI

File Edit View Favorites Tools Help

General Traveler Data

Civilian / Military: *	E - Enlisted
Title / Rank: *	ME-05
Active / Reserve Category: *	A - Active Duty
Military Branch of Service: *	U.S. Marine Corps
Mailing Address Line 1: *	513 Canyon Dr. #18
Mailing Address Line 2:	
City: *	Oceanside
State / Country: *	CA Lookup
Zip / Postal Code: *	92054
Is mailing address same as residential address?	○ Yes ◉ No
Routing List Name: *	1MLG DISBURSING
Default LOA Label:	

Personal Data

Gender: *	MALE
Resident Address Line 1:	513 Canyon Dr. #18
Resident Address Line 2:	
Resident City:	Oceanside
Resident State / Country:	CA Lookup
Resident Zip / Postal Code:	92054
Resident Phone Number:	7608055018
Emergency Contact Name:	Ryan Hackett
Emergency Contact Phone Number:	7605769535

Duty Station Data

Printed Organization Name:	1MLG DISBURSING

Ensure address is correct when auditing/reviewing profiles. If the traveler selects to commence TAD from residence it will use this info to calculate mileage and to search for trip arrangements.

Done Internet

start Inbox - Microsoft... https://dtsprowe... Office Locations ... Defense Travel S... Microsoft Office ... 12:30

https://dtsproweb.defensetravel.osd.mil - DTA Maintenance Tool - Microsoft Internet Explorer provided by NMCI

File Edit View Favorites Tools Help

Duty Station Data

Printed Organization Name:	1MLG DISBURSING
Present Duty Station Name:	CAMP PENDLETON
* Service / Agency by which the traveler is employed:	United States Marine Corps
Number of Work Hours / Day:	12
* Time Zone:	GMT-8:00 (Pacific Standard Time)
* Duty Station Address Line 1:	1MLG DISBURSING
Duty Station Address Line 2:	BOX 555607
* Duty Station City:	CAMP PENDLETON
* Duty Station State / Country:	CA Lookup
* Duty Station Zip / Postal Code:	92055
Mail Code:	
* Duty Station Phone Number:	7607637154
Duty Station Fax Number:	7607253883
Number of Miles to Closest Airport:	45
* Unit ID:	M28301

Other Data Elements

* Tech Status (For Information Only):	No
* Air Crew Status (For Information Only):	No

Government Charge Card (GOVC

* Gov't Charge Card Holder:	Yes / No
* Advance Authorization:	ADVANCE AUTH
* Mandatory Use Of GOVCC:	Exempt / Non-Exempt
Account Number:	
GOVCC Exp. Date:	

If the traveler is a GOVCC holder they are mandated to use their card IAW MARADMIN 600/07. If they have a GOVCC ensure the card number is inputted and correct.

If traveler is a GOVCC holder, ensure radial button next to 'Gov't Charge Card Holder is marked "Yes". Also ensure the radial button next to 'Mandatory use of GOVCC' is also marked 'YES'.

If they do not have an issued GOVCC then ensure that the box reads ADVANCE AUTH and that they are Exempt.

1

2

3

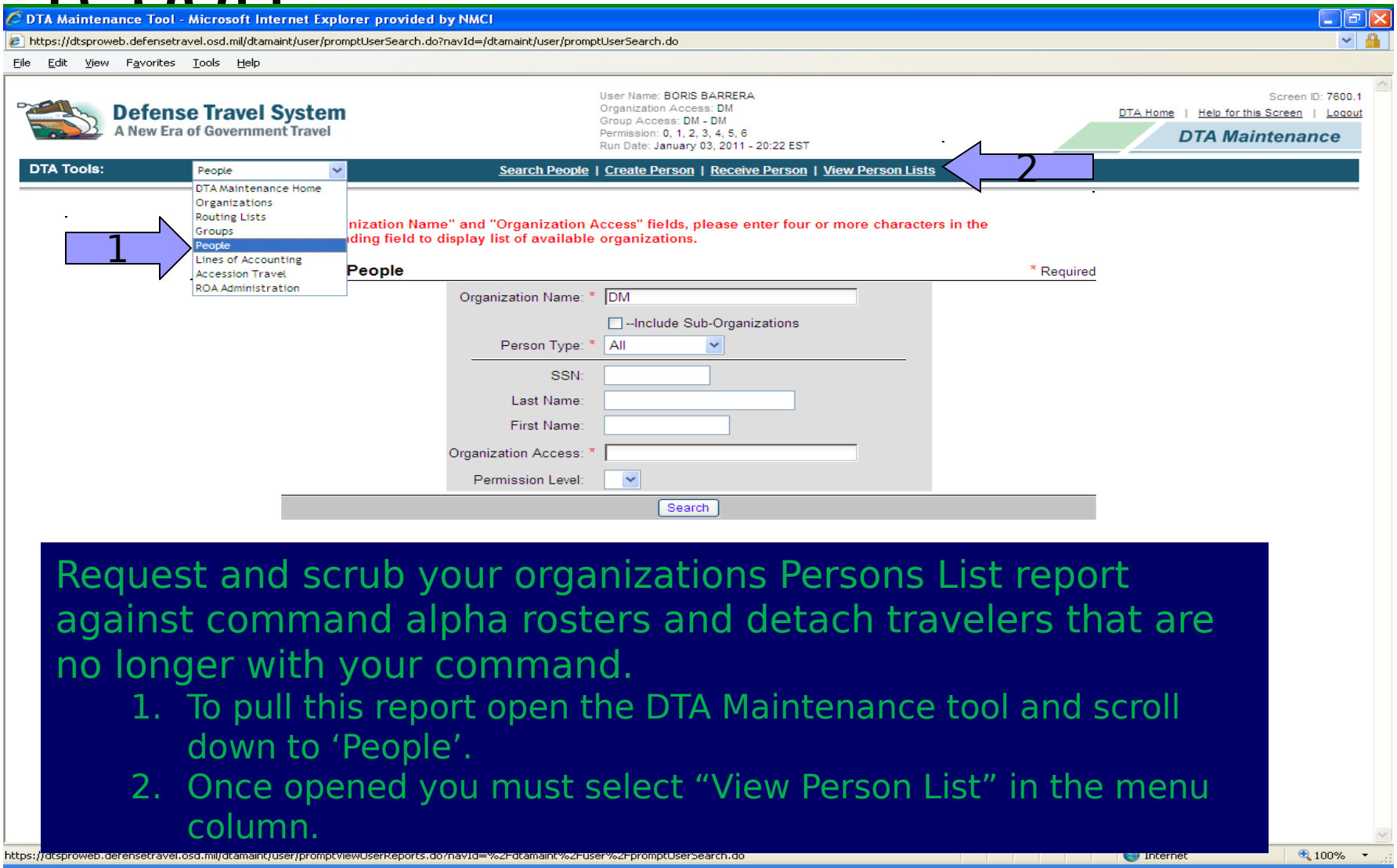
Done

start Inbox - Microsoft... https://dtsprowe... Office Locations ... Defense Travel S... Microsoft Office ... 12:31

Persons List report

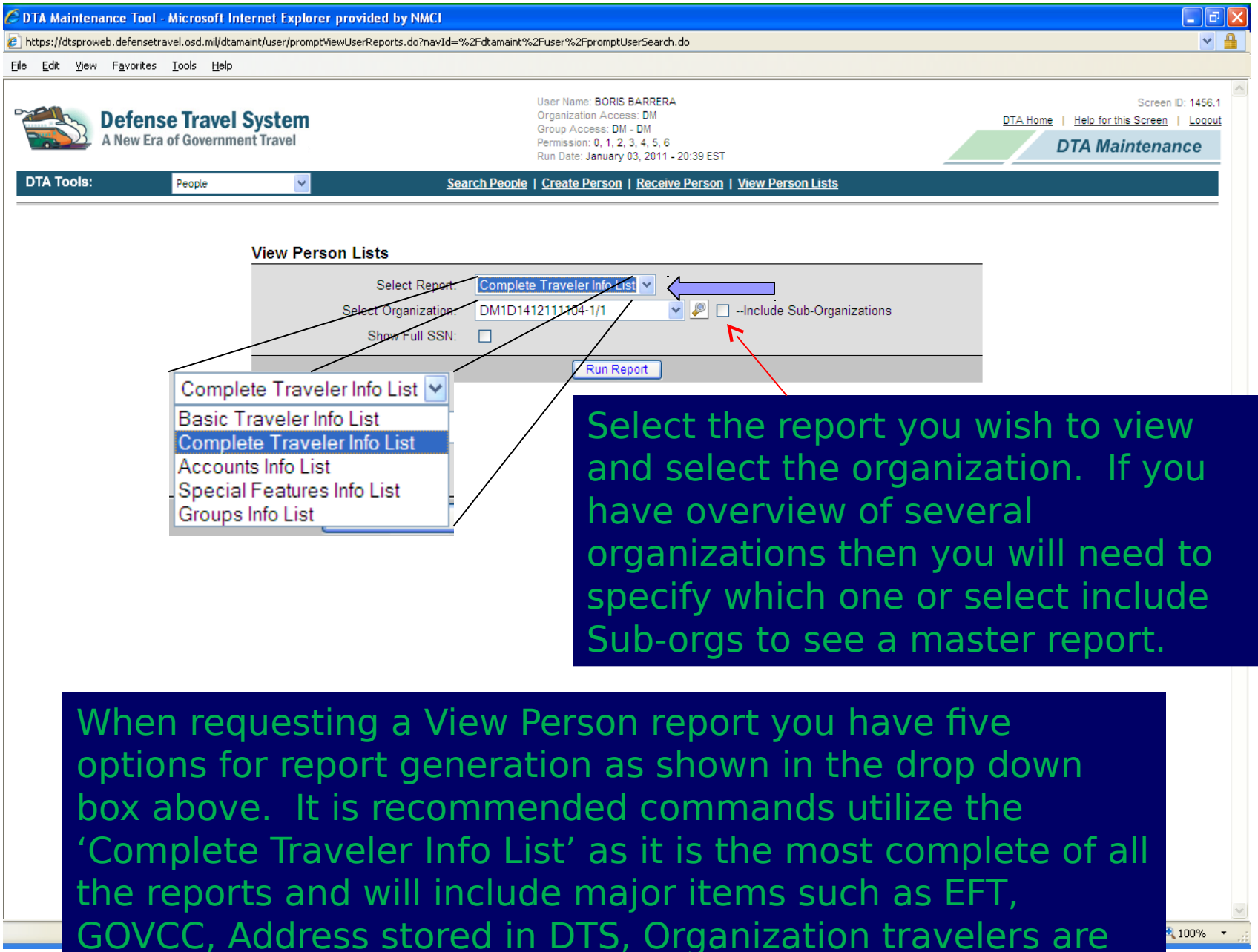
- Generating the persons list report will allow the ODTA to view all information within the profiles for all travelers attached to the organization.
- Utilizing this report the ODTA can “scrub” and remove travelers that are no longer in the command.
- ODTAs can also see any missing or incorrect information that needs to be updated by the traveler. This includes but is not limited to EFT information, residence location, GOVCC numbers and expiration dates.

Generating the Persons List report



Request and scrub your organizations Persons List report against command alpha rosters and detach travelers that are no longer with your command.

1. To pull this report open the DTA Maintenance tool and scroll down to ‘People’.
2. Once opened you must select “View Person List” in the menu column.


DTA Maintenance Tool - Microsoft Internet Explorer provided by NMCI
https://dtsproweb.defensetravel.osd.mil/dtamaint/user/promptViewUserReports.do?navId=%2Fdtamaint%2Fuser%2FpromptUserSearch.do
File Edit View Favorites Tools Help
Defense Travel System
A New Era of Government Travel
User Name: BORIS BARRERA
Organization Access: DM
Group Access: DM - DM
Permission: 0, 1, 2, 3, 4, 5, 6
Run Date: January 03, 2011 - 20:39 EST
Screen ID: 1456.1
DTA Home | Help for this Screen | Logout
DTA Maintenance
DTA Tools: People
Search People | Create Person | Receive Person | View Person Lists
View Person Lists
Select Report: Complete Traveler Info List
Select Organization: DM1D1412111104-1/1
--Include Sub-Organizations
Show Full SSN:
Run Report
Complete Traveler Info List
Basic Traveler Info List
Complete Traveler Info List
Accounts Info List
Special Features Info List
Groups Info List
Select the report you wish to view and select the organization. If you have overview of several organizations then you will need to specify which one or select include Sub-orgs to see a master report.
When requesting a View Person report you have five options for report generation as shown in the drop down box above. It is recommended commands utilize the 'Complete Traveler Info List' as it is the most complete of all the reports and will include major items such as EFT, GOVCC, Address stored in DTS, Organization travelers are attached to and more.
100%

Questions?

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